

# **National Emergency Services Academy**



## **2002 Policies and Procedures**

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Welcome to the National Emergency Services Academy (NESA). NESA is designed to help meet the emergency services mission of Civil Air Patrol by providing better trained and qualified personnel to support our operational missions.

This booklet explains what is expected of you and provides guidelines for your behavior while at the academy.

The program is designed as an educational activity. NESA operates in a professional atmosphere and while still adhering to military customs and courtesies it is not an encampment. The emphasis is on emergency services skills with the assumption you’re already knowledgeable of your military skills.

If you have questions once on site, talk to the staff, or if you have questions before the course, give me a call. Your supervisor(s) (probably a training advisor or instructor) should be able to answer the majority of your questions, or know how to get the answer but if you have any special problems or concerns don’t be afraid to talk to any member of my staff. Upon arrival at the academy, you will be told who is filling the key positions in the school chain of command. We recommend that you write the names, ranks, titles etc. of the personnel responsible for your team, class, etc. on the lines below so that you know their names.

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NESA will give you a great opportunity to advance your emergency services skills, share knowledge and make friends with members from across the nation, challenge your physical and mental abilities, and have some fun in the process.

  
JOHN W. DESMARAIS, Major, CAP  
NESA Director

# **I. Before NESAs**

## **A. NESAs Pre-Courses and Courses**

Each year we offer several courses as part of NESAs. Each of the main courses costs \$150. Typically we run the following main courses:

- National Ground Search and Rescue School Basic Course (2 Sessions)
- National Ground Search and Rescue School Advanced Course (2 Sessions)
- Mission Base Staff School Basic Course (1 Session)
- Mission Base Staff School Advanced Course (1 Session)
- Mission Aircrew School – Mission Pilot Track (1 Session)
- Mission Aircrew School – Mission Observer Track (1 Session)

Personnel often ask if they can attend more than one course at the NESAs in a given year. The answer is yes, personnel can attend one course during session one, and then another during session two – you cannot be a participant in multiple courses during the same session though.

We also offer several pre-courses to help participants become or remain qualified like Advanced First Aid or Communications User Training. Costs vary for these pre-courses as well as the expected arrival day for participants from year to year. The cost for the specific pre-courses and the dates of the sessions are provided in Attachment A for this year's academy pre-courses. Students are expected to arrive by 1600 on the first day listed. You cannot participate in a full course and pre-course at the same time. To participate in a pre-course session, personnel must be enrolled in a main course during session two.

## **B. Making Travel Arrangements**

**By Commercial Air:** The commercial airport arrival and departure point for this activity is Indianapolis Airport (IND), IN. If you plan on flying to this activity, that is where you should fly to – we will not make pickups at any other airports. Plan to arrive within the times and on the dates specified in your acceptance letter

Upon arriving at IND you will need to go to baggage claim, claim your baggage, and meet the transportation staff. The transportation staff will be waiting for you in uniform in baggage claim. If for some reason you cannot find a member of the transportation staff, go to the airport police station next to baggage claim for additional assistance – we will keep them informed of any issues that require attention, and they will also know how to reach our staff in an emergency. Participants flying in by commercial aircraft will have transportation provided for them to and from the airport as long as they follow procedures established here and in their acceptance letter. NESAs will not pay for a taxi or other commercial transport of participants or staff to the site.

**By Other Means:** No matter what, plan to arrive at Camp Atterbury within the times and on the dates specified within your acceptance letter. If you are flying in a corporate aircraft, you should plan to fly into Columbus Municipal Airport (BAK). If traveling by another form of transportation, bus, train, etc, plan to come into the main terminal in Indianapolis. We might be able to arrange for a staff member to meet you at the local train or bus station, but only if you coordinate with us ahead of time, and get it approved - NESAs will not pay for a taxi or other commercial transport of participants or staff to the site, but we will do what we can to help. A map of the local area that may prove useful can be found in Attachment D.

**Once Arrangements Are Made:** You must let us know when you will be arriving for us to be able to meet you either on your response sheet or by mailing the blue card in your package to the director by 1 July – there are several hundred personnel attending the NESA this year making it difficult to coordinate transportation requirements as it is, and if you don't talk to us, there isn't much that we can do to help you. Also, if your plans change, please contact the academy director immediately. The staff's time is very precious, and we cannot afford to waste time sending them back and forth to the airport, bus station, or train station unnecessarily. Also, we want to make sure that someone is there to greet you, and we can't do that unless you tell me when you are arriving. We have enclosed a blue card for you to use should your travel plans change. Simply drop it in the mail to the academy director if your plans change, but be sure that we have your plans before the **1st of July**. We will assume that you do not need any assistance or your plans have not changed if we do not hear from you by that point.

**Traveling as a group:** Traveling as a group is often cheaper than traveling alone. Participants are often able to travel with other participants either in a CAP van, POV, or on commercial aircraft. Check with other personnel in your area that are planning on attending to see if you can share expenses or maybe get a better rate. If your wing has a lot of personnel attending, your LO could also look into military air transportation, but because of the reliability of this, it is not recommended since mission priorities may change leaving your group stranded.

**Traveling with Staff Members:** Staff members will be arriving one or more days early depending upon their duty assignment, and often stay one or more days after a course is complete. If you wish to travel with a staff member and plan on arriving early or departing late, please coordinate with us ahead of time so that we can arrange for your billeting. Additionally, you will be responsible for the cost of your meals for the additional time you are on site or in transit. The staff typically goes out to eat in a nice restaurant the night before students arrive and gets fast food during the set-up and tear-down periods, so if you arrive early or depart late, you should plan for that added cost.

**Reimbursement when traveling via corporate Vehicle or Plane:** Unless approved in advance by the academy director, personnel will **NOT** be reimbursed for their travel expenses to NESA. Generally, we only reimburse the standard mission costs for CAP vehicles and aircraft used during the course, and those are planned in advance. If you will be driving or flying corporate assets to NESA, contact the academy director if you would like this asset to be on the list for reimbursement.

### **C. Confirming or Changing My Slot**

To confirm the slot that you were given, complete the enclosed response sheet, the promotional items order sheet if applicable, and the appropriate Camp Atterbury Release form and send it with your fee in the enclosed postage paid envelope back to the academy director or fax it back to him at 334-953-4242. Be sure that the paperwork is complete and signed before mailing or faxing it. Once it is received and processed, the director will notify you – if you don't receive a confirmation message within a few weeks of sending your paperwork contact the academy director – he may not have received it.

The staff does their best to slot students into the courses that potential participants request, but occasionally changes need to be made because students were slotted into the wrong course or have other scheduling conflicts that need to be resolved. If you would like to request a change in class assignment, contact Major John Desmarais, the academy director, via voice at 334-953-4228 or via e-mail at [jdesmarais@capnhq.gov](mailto:jdesmarais@capnhq.gov). The director will do his best to re-slot you if he can and it is appropriate. Generally, if an applicant has not attended a basic course, the member will not be slotted to an advanced course unless he or she provides documentation to proving equivalent training has been accomplished, and you may still be required to arrive one day early to test out of the basic course. We

strongly recommend attending a basic course prior to attending the advanced course, even if you are already qualified.

#### **D. Shipping Equipment**

After reviewing the equipment list for your course, you may find that you want to ship items to yourself beforehand. Personnel traveling via commercial means often want to ship equipment for their use prior to arriving at the school just to avoid hassle. This is not a problem, but must be coordinated beforehand. If you will need to ship equipment for your use at NESAs, please contact the Major Gary Brockman, the academy deputy director to arrange it. He can be reached via phone at 317-897-4598, or via e-mail at [pathfinder@tcon.net](mailto:pathfinder@tcon.net). Note - All shipping will be at the participant's expense.

## II. School Life

### A. Transportation

Participants may drive to the activity in a private owned vehicle (POV). Upon arrival at the NESAs, the vehicle will be parked in a designated area. During the school, cadets will not be allowed to operate their vehicles, and will be required to turn their keys in at check-in. If a cadet needs to enter their vehicle again for any reason during the school, you must have permission of the Commandant.

NESA will not pay for taxi or other commercial transport of participants to the site or other locations off site. If you need to get somewhere, coordinate with the staff.

### B. Property

Make sure you check prior to departure to ensure you have all the required items on the equipment list for your class. The equipment lists for each school are located in Attachment B to this document. You may need to make arrangements for shipment or purchase of essential items if missing. If you do not have the essential items to participate in field training activities, **you may be sent home**.

NESA and its staff not responsible for loss or theft or your personal equipment or property. You need to take care of your property. It is suggested that you leave valuables and jewelry at home.

Please check your equipment and items carefully before departure. Any items that are found and identifiable at the close of the school will be shipped to you at **your** expense if it can be identified.

### C. Medications

All medications, prescription or over-the counter (OTC), will be logged with the medical officer for administration. All participants are expected to manage their own medications. If you have any specific requirements, please be sure to coordinate with the academy director prior to arrival, or if it is a last minute change, the medical officer on arrival.

### D. Health

A medical officer is available along with several EMTs and other trained first aid personnel. First aid will be provided for routine and minor illness or injury. There is a troop medical clinic on post as well as a county hospital in the vicinity for any medical problems. In the event of serious illness or injury, every attempt will be made to notify your parent/guardian as soon as possible.

The medical officer will establish a sick call. Do not wait for a blister or other medical problem to become serious. Let the medical officer know of any health issues or problems you are encountering. Students are expected to bring supplies to help themselves, but if you require assistance please let the medical officer know.

### E. Accident or Injury

All injuries are to be reported immediately to the medical officer. The safety officer will review any accidents and make appropriate reports, investigations, and interventions.

## **F. Telephones**

Regular telephone times will be established for participants to call home at their own expense. Though we have a mission number assigned for the duration of the activity, the budget is limited, and thus we cannot afford the communications expenses to pay for students to call home on this mission or out of activity fees. Participants are encouraged to call home and let parents, guardians, or spouses know how they are doing. Telephone usage at other than established times by cadets will be with the permission of the Commandant only.

A phone number to reach our NESAs Command Post will be given to participants on arrival and will be posted on our web site after the school begins at: <http://www.homestead.com/ngsar/home.html>. This contact number is unavailable until we are on site because we are not guaranteed specific buildings for use until the advance party arrives to sign for them.

## **G. Mail**

Mail will be collected in the Dining Hall and dispatched each day. Participants are encouraged to write home. Mail received will be distributed each evening during barracks time. Mail can be sent to participants at the following address:

Attn: Participant's Name  
Civil Air Patrol – NESAs  
Camp Atterbury  
Edinburgh, IN 46124-1096

## **H. Grievances/Complaints/Problems**

Grievances and complaints should be resolved at the lowest echelon of the chain of command as possible. If you feel that your issue or complaint has not been resolved, continue to take it up the chain of command. If you feel the problem is still not being resolved or dealt with in an appropriate manner, all command staff (Cadet Advisor to the Academy Director, Commandants, Chief of Staff, Deputy Academy Director, Academy Director) have an open-door policy for students. You can take issues or concerns directly to any of these personnel. There are also many Field Training Advisors (FTA) assigned if you feel a concern or issue you need to speak to an adult about.

## **I. Chaplain Services**

There is a chaplain on staff available for any cadet to speak to if they desire. The chaplain will also assist with any special worship/church requests or other matters.

## **J. Training Objectives and Study**

This is a school, and you will have reading and other study assignments to do. You need to make prudent use of your time to ensure you have accomplished your learning objectives. Your training manuals should be with you at all times in the school environment. Don't overlook times such as waiting in line, break times, etc. for some quick study. If you need assistance or some extra help with any of your training or assignments, talk to your supervisor or FTA.

## **K. Meals**

Except for while in the field, meals will be eaten in the dining hall or designated break areas. Students will eat together in their teams. The National Emergency Services Academy has a rigorous schedule and students will eat all three meals per day and drink plenty of fluids.

## **L. Personal Gear**

For NGSAR students and staff, your personal 24-hour equipment will be worn at all times you are not in the barracks unless otherwise specified.



Personnel attending the Mission Base Staff School (MBSS) or Mission Aircrew School (MAS) will be sure to have a canteen or other water bottle with them at all times you are not in the barracks unless otherwise specified to be sure dehydration is avoided. Additional equipment from the packing list provided may be required for certain portions of the activity, and will be announced as necessary.

### **III. Barracks Life**

#### **A. Housing**

You will be housed by team or school in an open bay barracks. Female personnel are housed separately from the males.

Living areas will be kept neat and orderly. Floors and furniture must be kept clean of dirt and litter. Wastebaskets will be emptied daily.

Latrines, sinks, and showers will be kept clean. Latrine and showers will be cleaned and mopped daily.

No items (pictures, posters, etc.) Will be attached to the walls without the consent of the Commandant.

Do not remove or rearrange barracks furniture without the consent of your Commandant.

#### **B. Energy Conservation**

Turn off all lights when not in use, however, fire, emergency, and exit lights will remain on constantly.

Entrance lights will remain on at night.

#### **C. Beds**

In the barracks, you will have a bed. You may use sheets and blanket or a sleeping bag. Towels may hang on the end railing of the bed. Do not put wet towels in suitcases or packs.

#### **D. Name Tags**

Each bed will be marked with the occupant's last name, first name, and middle initial. Cadre will have their positions marked below the name.

#### **E. Storage**

You have a shelf and hanger rod by your bed. Keep you gear on the shelf, hanging, or under your bed. The aisles and areas by the beds must be kept clear. All living areas should be kept neat and orderly.

#### **F. Personal Hygiene**

All students will be expected to shower each day when housed in the barracks (days spent in the field there are obviously no showers available). General grooming and personal hygiene care should be attended to daily. Certain personal hygiene items are often available at the canteen or AAFES – let the staff know if you need something and they will do their best to arrange time for you to get what you need.

#### **G. Laundry**

Laundry times and procedures should be arranged by the logistics section, but if you don't know when or where to do laundry, contact your staff supervisor and they will find out. You should only plan to launder uniform items. Students should bring enough socks, underwear, and other items for their stay. Students are responsible for payment of laundry costs. Make sure all items are properly marked with a permanent marker.

#### **H. Lost and Found**

A lost and found box will be maintained in the NESA office. Any unidentifiable items found should be placed there. Personnel should mark all items, including hats, gear, etc., with a permanent marker.

## **IV. Military Decorum**

The rules of military decorum are based upon customs and courtesies and traditions. While we are a school and not an encampment, basic customs and courtesies are still expected and adhered to.

### **A. Titles**

You will address all staff, officers and NCO's by their rank (ie, Captain Jones, Sergeant Smith).

You will address other students by their rank or "cadet," whichever is most appropriate.

### **B. Saluting**

The field training areas are "no salute" areas for school personnel and staff. The cantonment area (barracks area, office, and dining hall areas) is a saluting area. You will still salute non-school personnel or visiting dignitaries (wing commanders, region commanders, national commander, military personnel, etc.) in "no salute" areas.

Saluting will take place normally out of the above listed areas or when formally reporting.

The hand salute is rendered from the position of attention whether standing or walking (not running). If both hands are full, simply render a greeting. An officer may return a salute from a sitting position when a junior member is reporting.

Salutes are exchanged outdoors upon recognition, on or off the military installation. When not in formation, all junior personnel will salute.

Render your salute 6 to 12 paces from the senior person. Hold your salute until the person has passed or returned the salute. Accompany your salute with an appropriate greeting.

You will salute all vehicles with front license plates indicating senior officers.

### **C. Coming to Attention**

To facilitate a learning atmosphere and with the large number of officers in the school area, rooms need not be called to attention in the school area unless:

- ◆ There are visiting dignitaries such as wing or region commanders or visiting military personnel in the area.
- ◆ School staff or training cadre enter the barracks or classroom with their hats on.

### **D. Uniforms**

Uniforms will be worn properly as set forth in CAP regulations and directives. Haircuts will meet CAP guidelines.

Items issued to students such as hats and T-shirts will not be purposefully torn or de-faced.

## V. Discipline

The National Emergency Services Academy is a school. Its purpose is to prepare students to be of service “so others may live.” As a professional school, the best discipline is self-discipline. The rules and regulations are provided to ensure a safe and effective learning environment.

### A. Discipline

Discipline is founded upon respect for, and loyalty to, properly constituted authority. By attending the National Emergency Services Academy, you agree to obey the regulations of the Civil Air Patrol, the United States Air Force, the host facility, and lawful orders by the school staff. An infraction occurs when a member, who through design or neglect, fails to perform his or her duty.

While at the National Emergency Services Academy, participants are restricted from:

- ◆ Consuming or possessing alcohol.
- ◆ Using illegal or non-authorized drugs or substances.
- ◆ Possession of items widely considered to be a weapon (firearms, explosives, knives with more than a five inch blade, etc.)
- ◆ Using tobacco products (including smokeless)
- ◆ Use of matches or lighters in the barracks area or tents.
- ◆ Using vulgar or inappropriate language
- ◆ Engaging in spirit missions such as leaving the barracks after lights out, entering another teams housing area, or activities not directed by the daily schedule.
- ◆ Entering “Off Limits” area without permission.
- ◆ Riding as a passenger in a POV (private owned vehicle) without permission.
- ◆ Leaving the base or training area without the permission of the Commandant.
- ◆ Operating a motor vehicle or entering a POV without permission.
- ◆ Engaging in a public display of affection (PDA), such as kissing, affectionate touching, or hand holding, at any time or location.
- ◆ Collecting or soliciting money without permission of the Commandant.
- ◆ Gambling, including dice, cards, or other devices.
- ◆ Using a telephone without permission except during designated telephone times.
- ◆ Traveling alone at night without permission.
- ◆ Violating the school honor code.
- ◆ Fighting, threatening, physical intimidation, or harassment of other students or staff.
- ◆ Theft or destruction of property.
- ◆ Using equipment or gear in a dangerous or improper manner.
- ◆ Improper use of equipment, such as knives, MRE heaters, or other equipment in a dangerous or unsafe manner.

## **B. Off Limits Areas**

The following areas are off limits to participants unless part of the daily training schedule or with permission.

- ◆ Flight line and airstrip area.
- ◆ Firing ranges and training areas.
- ◆ Other unit/organization barracks or buildings.
- ◆ Permanent party or school staff living areas.
- ◆ Commissary, BX, Class Six, snack bars, game rooms, etc.
- ◆ Officer's Club, NCO Club, Enlisted Club
- ◆ Opposite sex barracks area
- ◆ Flight areas other than your own flight.

## **C. Infractions of Rules and Regulations**

Violations of the rules and regulations are considered severe breaches in discipline and will be dealt with firmly. Violations may result in extra duty assignments, special duty, or dismissal from the school. Generally, infractions will be handled in the following manner:

- ◆ Minor infractions of rules will be handled by the staff. Action may include counseling, special duty or assignments, or special details.
- ◆ Major or continual infractions will be referred to the appropriate school Commandant. Action may include counseling, special duty or assignments, special details, letters/calls to parents/guardians, letters/calls to wing or unit commanders, withholding of graduation credit or awards from the appropriate school, and dismissal from the school. Major or continual infractions of the rules may also result in recommendation of termination of membership to home wing commanders.
- ◆ Any disciplinary action that the student feels is unfair may be appealed to the grievance committee which is comprised of the Deputy Academy Director, School Commandants, Chief of Staff, and the Cadet Advisor to the Academy Director. Any further disagreement will be submitted to the Academy Director whose judgement is final.
- ◆ NESAs are a CAP program and all of the rules and regulations concerning proper behavior and decorum apply. Should behavior or disciplinary problems arise, appropriate action may be taken including removal from the activity site. Transportation arrangements for your unscheduled return home will be the responsibility of the participants or his or her parents as appropriate as agreed in the "Release by Parents or Guardian" section of CAP Form 31.

## **D. School Honor Code**

The National Emergency Services Academy adheres to the following cadet honor code.

*We will not lie, cheat, or steal, or tolerate among us any one who does.*

Aristotle contended that virtue is attained through habit. The honor code fosters an environment that enhances honorable conduct that is ultimately transformed through habit into an inherent facet of life. As a school dedicated to training "so others may live," the integrity of personnel can become an issue of life or death for the victims we serve.

**I will not lie.** Lying is the intentional or volitional statement meant to deceive, like saying you ran six laps when you only ran five.

**I will not cheat.** Cheating is intentionally taking unfair advantage, like looking at someone's paper during a test.

**I will not steal.** Stealing is intentionally depriving someone of their property, like taking someone's book because you can't find yours.

**I will not tolerate lying, stealing, or cheating.** Toleration is enduring without complaint.

## **VI. Safety Guidelines**

Safety is the primary objective of all Civil Air Patrol operations. The National Emergency Services Academy is an active environment and there is always the potential for mishaps. If you notice any safety hazards notify your supervisor immediately. Please keep safety your number one goal while at NESAs. To help keep everyone safe, please adhere to the following safety guidelines.

- ◆ Entrance and fire escape lights will be on at night. If you notice a light out, notify your supervisor.
- ◆ There will be no “horseplay” or double-time in the barracks area.
- ◆ Always use safety gear, especially flashlights when traveling at night. Students in outer files in the front and back will carry a flashlight with the outside hand. Safety vests should be worn.
- ◆ Whether alone or in formation, always use troop walks or sidewalks. If not available, walk on the left side of the road facing traffic. Post road guards as needed.
- ◆ Only authorized flammable liquids are allowed in the barracks, such as shoe polish or cosmetics.
- ◆ Do not pick up or handle any ordinance you see on base while in the field. Camp Atterbury is a training base, and at times there may be training devices un-recovered in training areas. Although training devices, some may remain dangerous or have explosive capability. If you notice any ordinance or unidentifiable devices in the training area, notify your supervisor. Your supervisor will mark the area with flagging tape and notify Range Control.
- ◆ Do not clean, polish, or handle fire extinguishers or smoke detectors. Do not use unauthorized cleaning materials or polish on floors.
- ◆ Keep the exits to the barracks and the aisles clear of equipment and obstruction. There should be nothing hindering your exit from the building.
- ◆ All field training activities will have a safety briefing. Follow the directions of the safety briefing for problems, injuries, or separation from group. Remember the emergency signal for help in the field is three whistle blasts or other signals.

## VII. Emergencies

Familiarize yourself with emergency fire procedures and building evacuation plans. Also know the location of fire alarms and fire extinguishers.

### A. Fire

Though fire has never been a problem for the NESAs, it is possible, and needs to be prepared for. The following guidance should be adhered to in the event of a fire.

- ◆ Upon recognizing that there is a fire, pull the alarm and shout, “fire, fire, fire,” and evacuate the building. If the fire is small (clothing, trash can, etc.) a senior member may use the fire extinguisher (do not use fire extinguishers on electrical fires). Someone should be assigned to notify the fire department of any non-extinguishable fire.
- ◆ If you are not dressed, do not waste time getting dressed but wrap yourself in a blanket, towel or sleeping bag. The first person out should notify the Officer of the Day. The last person out should shut the door.
- ◆ Students will meet at the dining hall area and supervisors will verify a count of their students and report attendance to the Commandant.
- ◆ Fire drills will be announced by two whistle blasts and the announcement “fire drill.” If it is known to be a fire drill, students should slip on athletic shoes or shower shoes before departing if barefoot, as well as proper clothing if not dressed.
- ◆ A responsible senior member will clear the building in the event of a fire evacuation.

### B. Severe Weather

School staff will be kept informed of possible severe weather. Severe weather threats in Indiana includes thunderstorms, lightening, flooding, high winds, and tornadoes. School command staff may alter training schedules or remove students to safe areas in the event of severe weather.

**1. Tornadoes:** A tornado watch is an indication that conditions are favorable for the development of a tornado and personnel should be prepared to evacuate to a shelter area. A tornado warning is a indication that a tornado has formed and all personnel should take shelter immediately. In most cities of Indiana, tornado warnings consist of warning sirens. The headquarters base will monitor weather reports and information and keep the school staff informed of possible developing severe weather.

In the event of a tornado watch, personnel shall be evacuated from the field to the barracks area.

The tornado shelter area for barracks is the showers. In the event of a tornado or high winds, personnel shall be evacuated to the showers or the barracks area. Persons caught in the dining hall and unable to get to the barracks area should take shelter in the restroom or pantry. If caught in an unspecified building, remember to avoid windows, doors, and outside walls. Protect your head from falling debris.

If traveling, get out of your vehicle and enter a more substantial structure. If there is not shelter nearby, lie flat in the nearest ditch, ravine, or culvert with your hands covering your head. Do not attempt to flee the tornado by vehicle.

**2. Thunderstorms:** A thunderstorm watch means conditions are favorable for the development of severe thunderstorms. A thunderstorm warning means that a severe thunderstorm has developed and personnel should take shelter. Hazards from thunderstorms include hail, lightening, and high winds.

**3. Lightening:** Lightening is a serious hazard during thunderstorms and tornadoes. Take special precautions if you are threatened by lightening. If lightening is spotted in the vicinity, outside field



training will be terminated and students evacuated to a safe area.

When a thunderstorm threatens, get inside a building or vehicle. Inside a building, avoid using the telephone except for emergencies. Also, avoid bathtubs, water faucets, and sinks because metal pipe can conduct electricity.

If you are outside with no time to reach a safe building or automobile, use the following guidelines:

- ◆ Do not stand under a natural lightening rod, such as a tall, isolated tree.
- ◆ Do not stand on a hilltop, an open field, or a beach.
- ◆ Avoid isolated sheds, portable restrooms, or other small, isolated structures.
- ◆ Get away from open water.
- ◆ Get away from tractors, tanks, farm machines, etc.
- ◆ Stay away from wire fences, antenna lines, metal pipes, or rails.
- ◆ Do not hold metal objects in your hands.
- ◆ In the woods, seek shelter in a low area under a thick growth of small trees. In an open area, go to a low place such as a ravine or valley. Be alert in those areas for flash floods.
- ◆ If you are isolated on a level field and you feel your hair stand on end (which is a indication that lightening is about to strike), drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

**4. Floods:** In heavy rains, be especially aware of possible flash floods. If you see any possibility of a flash flood occurring, the team leader or other responsible staff member will move the group to higher ground immediately without waiting for instructions.

### **C. Earthquakes**

While not frequent, Indiana lies in a major earthquake fault region. In the event of an earthquake:

- ◆ Stay calm, and stay where you are. Most injuries during earthquakes occur when people decide to enter or exit buildings.
- ◆ If you are indoors, take cover under a desk, table, bench, or against an inside wall or solid heavy framed door. Stay away from glass, windows, outside doors or walls, and anything that could fall and hurt you.
- ◆ If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.
- ◆ If you are in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, or utility wires.

# Attachment A

## 2002 National Emergency Services Academy Pre-Course Session Summary

The following courses are being offered during the pre-course session for any NESA personnel interested:

<u>Course Description</u>	<u>Max #</u>	<u>Fee</u>	<u>Dates</u>
Advanced First Aid (approximately 40 hours) Only	30	\$100	29 July - 3 August 2002
Advanced Communications User Training, Basic First Aid & Adult CPR	30	\$80	30 July - 3 August 2002
Basic Communications User Training & Basic First Aid & Adult CPR	30	\$70	31 July - 3 August 2002
Advanced Communications User Training Only	50	\$50	31 July - 3 August 2002
Basic First Aid & Adult CPR Only	30	\$50	1- 3 August 2002
Basic Communications User Training Only	50	\$30	1- 3 August 2002

## Attachment B

### Sample Check

John Doe 1000 Main Street Anywhere, ST 00000-0000	John Doe – 123456 - NGSAR  Date: <u>15 April 2002</u>	1001
Pay to the order of: <u>NGSAR</u>		\$ <span style="border: 1px solid black; padding: 2px;">150.00</span>
<u>One hundred and fifty and 00/100</u>		Dollars
Any Bank Anywhere, ST		
For <u>NESA Fee</u> 000000: 0000 000 000 0	<u>John Doe</u>	

Please write the participant's name, CAPID and activity name on your check prior to mailing in the enclosed postage paid envelope.

Do not forget to include fees for promotional items ordered as well as fees for pre-course sessions if applicable. You must be approved to attend a pre-course session as slots are limited. Be sure to call and get a confirmation number early. Just because you send money to attend a pre-course session does not mean that you are enrolled in it. You must have a confirmation number. **NOTE: Personnel attending courses during session one of NESA can not enroll in pre-course sessions as the training is run concurrently.**

A fee of \$20 will be assessed for all bounced or returned checks.

All checks must be made out to NGSAR even if attending the Mission Base Staff School or the Mission Aircrew School.

It is not necessary to write multiple checks to pay for multiple courses or course fees and promotional item fees.

All fees are due to HQ CAP/DOSP by the 15th of May.

# Attachment C

## 2002 NATIONAL GROUND SAR SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

### DOCUMENTATION ITEMS:

- ☐ Current CAP membership card (should be carried at all times).
- ☐ All other actual qualification cards, i.e. CAPF 101 or 101T, CPR, 1st aid, etc. (should be carried on person at all times)
- ☐ Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, or military style footlocker neatly packed. Most items will stay at base camp or supplement the 24 or 72-hour packs. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- ☐ Battle Dress Uniforms (BDUs) or CAP Distinctive Field Uniforms, 2-3 sets, complete with all required name tapes and patches, cutouts, and grade insignia in accordance with CAPM 39-1 (**daily uniform inspections will be conducted, and your uniforms should be clean and neat upon arrival**).
- ☐ Combat boots, at least one pair, broken in before school.
- ☐ Blue belt w/subdued tip and buckle for wear w/ BDUs
- ☐ Shower shoes or beach sandals.
- ☐ Running shoes or sneakers.
- ☐ Pajamas & robe (optional).
- ☐ Wash cloths, towels and handkerchiefs. You need enough for one week
- ☐ Underclothes and socks sufficient for nine days (**T-shirts should be within regulation and free of local logos**. Bring extra just in case participants have limited time to do laundry. You may have to change uniforms often to avoid problems encountered in extended field exercises).
- ☐ Tasteful Bathing suit.
- ☐ PT clothes (sweat pants or shorts and T-shirt, this is your opportunity to show off your local colors).
- ☐ Civilian clothes (You should travel in civilian clothes as well as have a few sets for free time during the two weeks. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized.)
- ☐ Shoe polishing and sewing kits.
- ☐ Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms at least twice during the course.
- ☐ Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, **plenty of insect repellent, chapstick, sunscreen, other items as necessary** (remember to bring enough to last you for two weeks).
- ☐ Laundry bag. Properly marked with name and last 4 digits of your Social Security Number.
- ☐ Sheets (Twin, un-fitted white preferred), pillow case, and blanket (Optional, but recommended. One pillow is provided for use in the barracks.)

24 HOUR GEAR: The equipment listed below should be carried in the pouches marked with an \*. The pouches marked with an \* can be replaced by other forms of equipment carriers like a backpack, USAF survival vest or a Bashaw Medical Rescue vest. Either way, students need to realize that this equipment will be worn or be within reach for the duration of the activity. Additionally, this equipment will probably need to be put into either your existence load or your duffel bag for traveling, so pack it well.

- ☐ Nylon rope use for Swiss seats and to tie assigned knots. The size should be ½ inch to 5/8 inch in diameter and 15 ft long
- ☐ \*Pistol belt, military issue type
- ☐ \*Suspenders or shoulder harness, to attach to pistol belt.
- ☐ \*2 each military magazine pouches to attach to pistol belt.
- ☐ \*2, one quart, G.I. canteens w/covers, to attach to pistol belt. Some participants and staff have chosen to use a Camelback or other form of collapsible canteen and cover. This is acceptable.
- ☐ \*Butt pack.
- ☐ \*Compass pouch.
- ☐ \*Pistol belt.
- ☐ Lensatic or orienteering compass (liquid filled compasses tend to work better than air filled compasses).
- ☐ International orange reflective vest
- ☐ Pocket knife (Swiss-army type preferred; no Rambo knives, machetes, k-bars ,axes, pin knives or switch blades)
- ☐ Military type anglehead or minimag type flashlight with a red lens & extra batteries. No white lights
- ☐ Personal first aid kit containing the following recommended comments: (NESA's medical staff will not give out medications or supplies to students except in emergencies, even those medications available Over-The-Counter)

<u>Item Description</u>	<u>Basic Students</u>	<u>Advanced Students &amp; NGSAR Staff</u>
<input type="checkbox"/> List of contents with quantities	1	1
<input type="checkbox"/> CAP Form 60; completed & signed	1	1
<input type="checkbox"/> Exam gloves; latex or latex-free	2 pair	2 pair
<input type="checkbox"/> Zip-lock plastic bags; 1 qt	2	2
<input type="checkbox"/> Scissors, multi-purpose	1	1

<input type="checkbox"/> Band-aids, various sizes	6	10
<input type="checkbox"/> 4" X 4" Gauze pads, sterile	2	4
<input type="checkbox"/> 3" Roller gauze bandage	1	4
<input type="checkbox"/> 3" Elastic bandage Ace wrap	1	2
<input type="checkbox"/> Triangular bandage	1	2
<input type="checkbox"/> Mole skin (approx. 2" X 4" piece)	1	1
<input type="checkbox"/> 1" Medical tape	1 roll	1 roll
<input type="checkbox"/> Cotton-tipped swabsticks	2	4
<input type="checkbox"/> Anti-microbial swabs (Ex: Betadine)	2	6
<input type="checkbox"/> Anti-microbial ointment (Ex: Betadine, Neosporin)	1 packet/tube	1 tube or 6pkts
<input type="checkbox"/> Moist Towelette	1	2
<input type="checkbox"/> Safety pins, large	2	4
<input type="checkbox"/> Tweezers, fine point	1	1
<input type="checkbox"/> Lip balm with sunscreen	1	1
<input type="checkbox"/> Sting-Eze	1	1
<input type="checkbox"/> Nail clippers & file combination	1	1
<input type="checkbox"/> Throat lozenges	2	2
<input type="checkbox"/> Antacid tablets	4	10
<input type="checkbox"/> Tylenol tablets	4	10
<input type="checkbox"/> Anti-histamine capsule/tablets (Ex: Benadryl 25 mg)	2	10
<input type="checkbox"/> Anti-diarrhea tablets	2	2
<input type="checkbox"/> Personal prescription medication (in original container)	As appropriate	As appropriate
<input type="checkbox"/> Whistle on a lanyard (durable, plastic preferably).		
<input type="checkbox"/> Pocket note pad (3" x 5"), black pen and #2 pencil.		
<input type="checkbox"/> Inexpensive wristwatch.		
<input type="checkbox"/> Durable poncho - military preferably.		
<input type="checkbox"/> Waterproof match container and matches and/or magnesium striker bar (only fire starters allowed).		
<input type="checkbox"/> 50 - 100 ft. Nylon line at minimum (paracord as it is known has many uses, especially during survival exercises).		
<input type="checkbox"/> 1 pair heavy, leather work gloves.		

**72-HOUR GEAR:** This pack will normally be left at the base camp, but during longer duration activities will be used. Take the hike warning seriously. You will walk several miles with this pack during the course.

- ☐ Comfortable backpack that you would be able to be carry for at least 6 miles with a full existence load.
- ☐ Sleeping bag, bedroll or poncho liner in a waterproof bag (the weather at this time of year is rather hot, but has gotten down to the 50s in during the summer nights. Also, consider that a rapid drop in temperature can make it feel colder than it truly is).
- ☐ Spare plastic bags to store/carry clothing in during field exercises (lawn and leaf bags or contractor bags are best and zip-loc).
- ☐ Entrenching tool, GI issue type, and case (optional).
- ☐ Spare water container (empty two-liter soda bottles or Gatorade bottles work well).

#### INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- ☐ Two-inch, three-ringed binder, empty.
- ☐ All school materials received prior to arrival. No facilities to purchase them at the school.
- ☐ Spare pocket notebook (3" x 5").
- ☐ 12-inch ruler.
- ☐ Spare pens, pencils and highlighters.
- ☐ Approximately \$75 for miscellaneous expenses (laundry, extra patches, snacks from the canteen, etc.).
- ☐ 4 glo-sticks. Red preferred
- ☐ Portable calculator (advanced class and staff only).
- ☐ Battery or wind-up alarm clock (optional, advanced class and staff only).

Be sure to mark all clothing and **equipment** with **name** and **SSN**. Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and last four digits of CAPSN, followed by letters "CAP".

#### EXAMPLE: DESMARAIS D-5483 CAP

Items not specifically mentioned on this list may be subject to temporary confiscation (i.e. machetes, flammable materials, and junk foods) and will be returned to the owner at the end of NGSAR. A gear inspection will be held during registration. Anyone caught with contraband items after the gear check **will be subject to discipline up to and including immediate dismissal**. If you are not sure an item is allowed, ask during gear check and avoid embarrassment or worse!

## **2002 MISSION AIRCREW SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT**

### **DOCUMENTATION ITEMS:**

- ☐ Current CAP membership card (should be carried at all times)
- ☐ Other qualification cards such as your CAPF 101 or 101T (GES minimum), ROA, or CAP Driver license (should be carried at all times)
- ☐ Pilot Information File (pilots only – see CAPR 60-1). All qualifications should be current through August 2002. Pilots must be current (CAPF 5) in a C172, and should be night current (just in case).
- ☐ Tickets or other documentation needed for travel

**CLOTHING AND PERSONAL EQUIPMENT:** These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- ☐ Complete Uniforms (3 sets) - Personnel attending the Mission Aircrew School may wear the following uniforms: white or blue polo with gray slacks, flight suits, or approved jumpsuits.
- ☐ Shower shoes or beach sandals
- ☐ Running shoes or sneakers (optional)
- ☐ Pajamas & robe (optional)
- ☐ Wash cloths, towels and handkerchiefs
- ☐ Underclothes and socks sufficient for ten days. Laundry facilities are available on the base.
- ☐ Laundry detergent and bag
- ☐ Civilian clothes (you should travel in civilian clothes unless in a CAP vehicle/aircraft, as well as have a few sets for free time during the school).
- ☐ Shoe polishing and sewing kits
- ☐ Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for ten days. NOTE: NESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own).
- ☐ Sheets (twin, un-fitted), pillowcase, and blanket (optional, but recommended). One pillow is provided for use in the barracks. Most personnel also bring a sleeping bag or bedroll. The weather at this time of year is rather hot, but has gotten down to the 50s during the summer nights. Also, consider that a rapid drop in temperature can make it feel colder than it truly is.
- ☐ Inexpensive wristwatch
- ☐ Battery or wind-up alarm clock
- ☐ Rain gear
- ☐ One 1-quart canteen or water bottle. You will be carrying this with you throughout the activity as it tends to be hot in Indiana at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.

### **INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:**

- ☐ All school materials received prior to arrival
- ☐ Approximately \$75 for miscellaneous expenses (e.g., laundry, extra patches, snacks from the canteen, etc.)
- ☐ Two-inch, three-ringed binder, empty
- ☐ Note pad, pen and pencil
- ☐ Two Current St. Louis Aeronautical Sectional Charts (ask a pilot how to obtain these)
- ☐ Plotter and colored highlighters to mark Sectionals (ask a pilot how to obtain these)
- ☐ Spare pens, pencils and highlighters
- ☐ Portable calculator and flight computer (E6B - student versions are acceptable, as are electronic versions)
- ☐ Aircraft headset (Required for Pilot Track - Optional but recommended for Scanner/Observer Track)
- ☐ Scanner/Observer log (Optional – may be obtained from the CAP Supply Depot)
- ☐ Miscellaneous pilot equipment (e.g., knee-board and flashlight)
- ☐ Sunglasses
- ☐ Camera (Optional)

Be sure to mark all clothing and equipment with name and SSN. Uniform pants should be marked on the inside left front waistband, and uniform shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and last four digits of SSN, followed by letters "CAP".

### **EXAMPLE: DESMARAI D-5483 CAP**

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of MAS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

## **2002 MISSION BASE STAFF SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT**

### **DOCUMENTATION ITEMS:**

- ☐ Current CAP membership card (should be carried at all times).
- ☐ All other actual qualification cards, i.e. CAPF 101 or 101T, CPR, 1st aid, etc. (should be carried on person at all times)
- ☐ Tickets or other documentation needed for travel.

**CLOTHING AND PERSONAL EQUIPMENT:** These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- ☐ Complete Uniforms (3 sets) - Personnel attending the Mission Base Staff School may wear the following uniforms: BDUs, blue polo w/ gray slacks, flight suits, or jumpsuits. It is recommended that at least one field uniform be brought to the activity since students will have at least one staging area exercise in the field. Boots or shoes must be well broken in before camp as personnel will be walking a great deal.
- ☐ Shower shoes or beach sandals.
- ☐ Running shoes or sneakers.
- ☐ Pajamas & robe (optional).
- ☐ Wash cloths, towels and handkerchiefs.
- ☐ Underclothes and socks sufficient for nine days (T-shirts should be within regulation and free of local logos. Bring extra just in case participants have limited time to do laundry. You may have to change uniforms often to avoid problems encountered in extended field exercises).
- ☐ Tasteful Bathing suit.
- ☐ PT clothes (sweat pants or shorts and T-shirt, this is your opportunity to show off your local colors). The MBSS will not have a formal PT session, but fun group exercises like volleyball or other sports will most likely be offered.
- ☐ Civilian clothes (You should travel in civilian clothes (if coming commercially) as well as have a few sets for free time during the two weeks. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized.)
- ☐ Shoe polishing and sewing kits.
- ☐ Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms at least twice during the course).
- ☐ Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, plenty of insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for nine days. NOTE: NESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own).
- ☐ Laundry bag.
- ☐ Sheets (Twin, un-fitted), pillow case, and blanket (Optional, but recommended. One pillow is provided for use in the barracks.) A sleeping bag will suffice.
- ☐ International orange reflective vest
- ☐ Military type anglehead or minimag type flashlight with a red lens & extra batteries.
- ☐ One quart canteen. Camelback or other collapsible canteens or water bottles are acceptable. You will be carrying this with you throughout the activity as it tends to be hot in Indiana at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.
- ☐ Pocket note pad (3" x 5"), pen and pencil.
- ☐ Inexpensive wristwatch.
- ☐ Durable poncho or other rain gear - military preferably.

### **INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:**

- ☐ Two-inch, three-ringed binder, empty.
- ☐ All school materials received prior to arrival.
- ☐ Spare pocket notebook (3" x 5").
- ☐ 12-inch ruler.
- ☐ Spare pens, pencils and highlighters.
- ☐ Approximately \$75 for miscellaneous expenses (laundry, extra patches, snacks from the canteen, etc.).
- ☐ Portable calculator
- ☐ Battery or wind-up alarm clock (optional, advanced class and staff only).

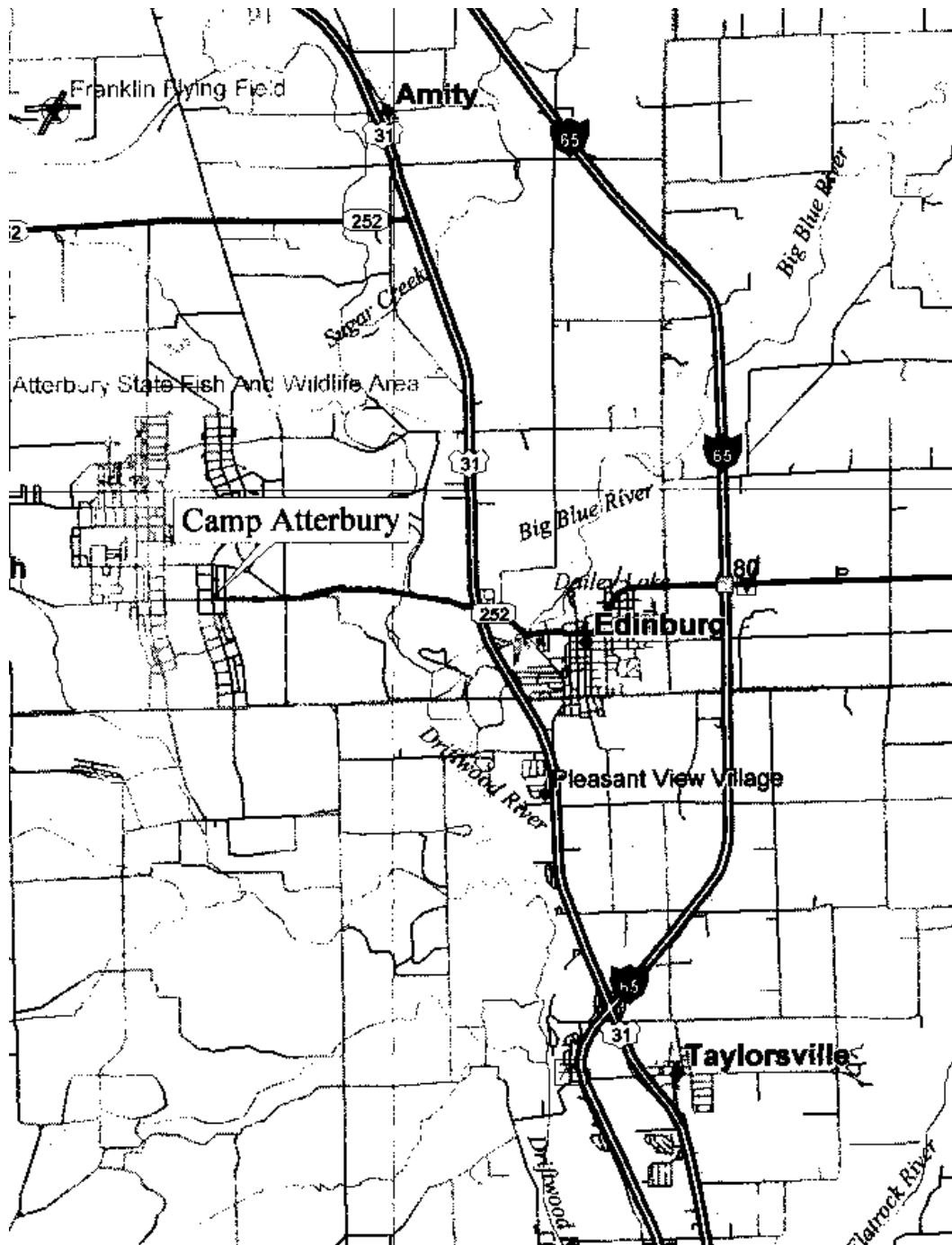
Be sure to mark all clothing and equipment with name and SSN. Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and last four digits of SSN, followed by letters "CAP".

### **EXAMPLE: DESMARAIS D-5483 CAP**

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of MBSS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

## Attachment D

### Map & Directions to Camp Atterbury



**Coming in from the south:** Take I65 to US 31 and exit just north of Columbus. Travel north on US 31 and look for the sign indicating Camp Atterbury just past Edinburg. Follow the signs.

**Coming in from the north:** Take I65 south to the SR 252 exit at Edinburg. Take SR 252 west through Edinburg. When you come to US 31, do not turn - keep going straight through the traffic light. Camp Atterbury is about one and a half miles farther west through the light.

Be prepared to show identification at the gate.